

**TOWN OF NEEDHAM
MATERNITY LEAVE POLICY
LEAVE ADMINISTRATION #306**

I. PURPOSE AND SCOPE

The purpose of this policy is to establish the eligibility, duration and procedural requirements relating to the administration of maternity leave, authorized under subsection 9.21.1 of the Consolidated Personnel By-law (Article 9 of the General By-laws of the Town of Needham).

II. APPLICABILITY

This policy applies to all full-time and permanent part-time female employees who have completed the applicable probationary period, excluding those employees under the supervision and control of the School Committee or the Glover Memorial Hospital. Employees whose positions are governed by Civil Service Law or collective bargaining agreement are subject only to those portions of this policy which are not specifically regulated by law or agreement.

III. DEFINITIONS

Refer to the Glossary of Terms in the Personnel Policy Manual for commonly used words and phrases.

IV. POLICY

Eligible female employees shall be granted one unpaid maternity leave per pregnancy for a period not to exceed eight consecutive weeks, which must include the anticipated date of delivery, or be in conjunction with other accumulated leave (sick, vacation or personal) which includes the date of delivery. The employee must give written notice to the appointing authority that she intends to return to work in order to be eligible for the leave.

An employee may also utilize accumulated sick leave for a reasonable period of time, as long as such use is consistent with the Town's Sick Leave Policy. An employee's total maternity leave package shall not exceed eight weeks unpaid leave plus up to eight weeks of sick leave, without appointing authority or department head approval. Accumulated personal and vacation leave may be used in addition to the unpaid maternity leave and/or approved sick leave, with appointing authority or department head approval.

V. PROCEDURES

A. General Procedures

1. An employee who seeks a maternity leave shall make a request to her department head or appointing authority as far in advance as possible, outlining the amount and types of leave she would like to use to make up the

total maternity leave package.

2. The employee must request the unpaid maternity leave, in writing, from her department head or appointing authority at least two weeks prior to the commencement of the leave (except in emergency situations, in which the department head or appointing authority may waive the two week request period).
3. The department head or appointing authority must notify the Personnel Director immediately when maternity leave is granted. (see Attachment A)
4. The employee may request the use of accumulated leave time, such as personal leave or vacation leave, if so desired, at least two weeks in advance of the requested date. Approval of the use of accumulated leave time is subject to appointing authority or department head approval.
5. Sick Leave
 - a. If the employee wishes to utilize accumulated sick leave, she should make such request in writing, and may be required to provide medical documentation from a practicing physician if so requested by the appointing authority. Non-occupational sick leave must be used in accordance with the Town's Sick Leave Policy, and in most cases may not exceed eight weeks.
 - b. All requests for the use of sick leave in excess of eight weeks for maternity purposes must be substantiated in writing by a practicing physician.
6. Extension of Unpaid Leave
 - a. An employee who desires an extension of the unpaid leave beyond eight weeks should request such extension from her department head or appointing authority in writing. If such extension is the result of medical necessity, the employee should attach medical documentation.
 - b. All requests for unpaid maternity leave beyond the eight week unpaid leave entitlement, whether for medical necessity or personal reasons, must be approved in advance by the Personnel Board.
7. Probationary Period

At the request of the appointing authority, the Personnel Board may waive the six month probationary period requirement for the use of maternity leave, in extenuating

circumstances.

B. Leave and Benefit Procedures

Time spent on unpaid maternity leave will effect the employee's length of continuous service and eligibility for leave and benefit accrual:

1. Sick Leave Accrual

Employees who are on unpaid maternity leave for more than five days in a calendar month shall not accrue non-occupational sick leave for that month.

2. Health Insurance

- a. Employees who are on full-pay status for all or part of a calendar month, may continue their health insurance at the appropriate rate of the plan in which they are enrolled. Employees who do not receive a paycheck for a particular week must pay the appropriate premium directly to the Town during the week that the deduction would have been made, had the employee been on the payroll.
- b. Employees who are on an unpaid maternity leave for an entire calendar month will be allowed to continue coverage without interruption if such leave is explicitly approved for medical reasons. The employee must pay the Town directly, one month in advance of the coverage period.
- c. Employees granted an extension of maternity leave beyond the eight weeks for non-medical reasons (for a complete calendar month) must pay the full cost (100%) of the premium directly to the Town, one month in advance of the coverage period, in accordance with M.G.L. Chapter 32B.
- d. An employee who elects to use eight weeks of sick leave and then eight weeks of unpaid maternity leave must contribute 100% of the health insurance premium for the period of the unpaid leave (if the leave is for a complete calendar month) unless the unpaid leave is certified to be medically necessary. The Town may request substantiation of the medicalnecesity by a practicing physician.
- e. The employee will be allowed a total of eight weeks of "medical" status (whether on non-occupational sick leave or unpaid maternity leave status) for the purposes of health insurance unless the leave is substantiated by the treating physician as medically necessary.

3. Life Insurance

- a. An employee who is on full-pay status for all or part of a calendar month, may retain her life insurance at the current contribution level. Employee's who do not receive a paycheck for a particular week must pay the appropriate premium directly to the Town during the week that the deduction would have been made, had the employee been on the payroll.
- b. An employee who is on an unpaid maternity leave of absence for a complete calendar month must pay the full cost of her life insurance premium (100%) one month in advance of coverage, in accordance with M.G.L. (Chapter 32B).

4. Step Increases

An employee who elects an unpaid maternity leave of more than ten (10) days in a fiscal year shall have her next satisfactory performance step date (if applicable) adjusted by the number of working days spent on unpaid leave.

5. Longevity

An employee who elects unpaid maternity leave of more than ten (10) days in a fiscal year shall have her longevity date adjusted by the number of working days spent on unpaid leave.

6. Vacation

An employee who elects an unpaid maternity leave of more than five days in a calendar month shall have her vacation accrual pro-rated in accordance with the Town's Vacation Policy.

ATTACHMENT A

TO: Personnel Director

FROM: _____

RE: Approved, Unpaid Leave Notice

DATE: _____

Please be advised that I have granted _____ of the
Name of employee

_____ a _____ for the period

Department Type of Leave

in accordance with the _____.
Name of Policy

Types of Leave

Department Head Authorization Limit

Maternity Leave	8 weeks unpaid
Parental Leave	8 weeks unpaid
Adoptive Leave	8 weeks unpaid
Leave of Absence -- Personal	10 days unpaid
Leave of Absence -- Medical	10 days unpaid
Family Leave	8 weeks unpaid

Cc: Town Comptroller